

# Stakeholder Advisory Forum (SAF)

## Terms of Engagement for Asia Pulp & Paper Group (APP) & CSO Members

The SAF brings together APP, local, national and international organizations and other relevant stakeholders to discuss, address issues concerning, and to develop solutions related to, the implementation of APP's Forest Conservation Policy (FCP) and its landscape conservation initiative. The SAF will also raise issues and propose solutions pertaining to Indonesia's forest landscape as a whole.

### SAF Participation:

- APP and partners
- Local, national and international organisations and other stakeholders

Participation is on an invite basis. Invites will be circulated by APP ahead of each meeting. As an open forum, participants are free to extend invitations to other stakeholder contacts although notification should be provided to APP. All participants will be bound by the Terms of Engagement (ToE).

### Timing:

Meetings will be held bi-annually (every 6 months), to be held in Jakarta.

### Roles:

- APP will provide updates on its progress in implementing its FCP and landscape conservation initiative progress.
- All parties will discuss and develop solutions for both APP and Indonesia's forest landscape as a whole.
- Stakeholders will raise any issues and questions they have related to APP's implementation of its FCP and landscape conservation initiative.
- Meetings will have a specific theme focus agreed in advance as well as guest speakers

### Responsibilities of APP

1. To provide updates on its progress in implementing its FCP and landscape conservation initiative progress.
2. To respond to any questions or concerns that participants may raise and, where agreed, to investigate those issues and to report back to stakeholder on a one-to-one basis.
3. To host meetings of the SAF at APP's Jakarta headquarters and to provide the resource necessary to manage aspects of those meetings, including invites, dates, meeting agendas and action point summaries with input from stakeholders.
4. To abide by the Terms of Engagement

### Responsibilities of stakeholder participants

1. To actively and constructively participate in the SAF meetings.
2. To raise any issues and questions they have related to APP's implementation of its FCP and landscape conservation initiative, and, where possible, to propose solutions.
3. To abide by the Terms of Engagement

**Reporting**

As an open forum, issues and matters discussed during meetings of the SAF are not deemed confidential unless it is otherwise requested that they be treated as such. Any requests for confidentiality should be expressed clearly and agreed by all participants.

Likewise, all materials and documents shared during meetings will not be treated as confidential unless specifically requested and agreed by stakeholders.

Short action point summaries will be drafted and then circulated to all participants by APP, no later than a week after each meeting.

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